

Document Checklist for Group Child Care Programs to prepare for your document review of 2019/2020 Evaluation Criteria

Effective January 1, 2019

The more you can organize and label these documents, the smoother the review can be for you, your Technical Consultant. You may not have all of these documents/records Please review the most current Evaluation Criteria for details regarding any of the following points.

Required Elements

Three Star Level

- **Current Program Profile** (A.1)
- Copy of most recent **Self Assessment** (B.1.1)
- Copy of most recent **Quality Improvement Plan** (B.1.2)
- Demonstration of **Developmentally Appropriate Environments** (B.1.3)
- **Current year line-item budget** (C.2.1)
 - Budget includes estimated income and expenses
 - **Quality improvement goals** reflected in budget
- Documentation of an annual **budget review** (C.2.1)
- Documentation that program is **tracking income and expenses** (C.2.1)
- Documentation that program is **tracking Meals and Snacks** including CACFP claims OR menus, meal/snack components, children served, time & date meals/snacks served (C.2.1) (D.1.1)
- Copy of last 4 quarterly **941s** or **944s** (C.2.1)
- Copy of last year's State **WT-7** OR **W3** (C.2.1)
- Copy of last year's **Federal Income Tax Return** (Form 1065, Form 1120, Form 1120S or Form 990) (C.2.1)
- Demonstration of activities, one each, from the **Family Engagement** (C.5.1-4) following categories:
 - **family needs and feedback inform program,**
 - **communication,**
 - **collaborative activities with families, or**
 - **community resources and family support.**
- Completion of **Self-Assessment and Quality Improvement Plan goals** for healthy nutrition and/or physical activity policies and practices (D.1.1)
- Documentation of a policy which states the program will **supplement the meals, snacks, and beverages brought from home** if they do not meet the guidelines established by the CACFP (D.1.1)
- Documentation of policies and procedures to address **children's allergies and accommodate dietary restrictions** even if there are no children in care with allergies or dietary restrictions (D.1.1)

Four Star Level

- **All documents needed at the three star level**
- **ERS score of at least 4**
- Copy of current **policies/handbook** (C.2.2), which identify the following:
 - Job descriptions
 - Hiring practices
 - Personnel policies
 - Salary/benefit schedules
 - Performance procedures
 - Staff disciplinary policies
 - Grievance procedures
 - Program policies

Please note: These policy requirements have detailed segments and 6 of the 8 are required.
- Demonstration of activities, two each, from the **Family Engagement** (C.5.1-4) following categories:
 - **family needs and feedback inform program,**
 - **communication,**
 - **collaborative activities with families, or,**
 - **community resources and family support.**

Five Star Level

- **All documents needed at the three and four star levels**
- **ERS score of at least 5**
- Evidence of use of **full-staff strategic planning for improved workplace standards** (C.2.3)
- Demonstration of activities, two each, from the **Family Engagement** (C.5.1-4) following categories:
 - **family needs and feedback inform program,**
 - **communication,**
 - **collaborative activities with families, or,**
 - **community resources and family support.**

For Optional Points

- Documentation of **curriculum alignment with WMELS or SACF** (B.2.2)
- Documentation of **Child portfolios** (B.3.1)
- Documentation of **intentional planning** through lesson plans and child assessments (B.3.2)
- Documentation of **implementation of developmental screening practices** (B.3.3)
- Documentation of **individual children's outcomes** being tracked (B.3.4)
- Copy of current **policies/handbook** which identify job descriptions, hiring practices, personnel policies, salary/benefit schedules, performance procedures, staff disciplinary policies, grievance procedures and program policies (C.2.2) (3 Star Only)
- Evidence of use of **full-staff strategic planning for improved workplace standards** (C.2.3) (3 & 4 Star Only)
- Professional Development
 - **Staff evaluations** that include professional development goal setting (C.3.1)
 - Income statement has a **line item for Professional Development** with amount spent and spending supports individual staff professional development goals (C.3.2)
 - **10 books, CD's, current magazines and other professional development materials** on-site (C.3.3)
 - **Record of active, current membership** in an early childhood-focused professional association (C.3.4)
 - Calculation of **staff turnover rate** for well-educated (AA or higher) lead teachers and program administration (over most recent 3-yr. period) (C.3.5)
- Staff Benefits
 - Written policy and documentation showing that the program covers at least 25% of full time Lead Teachers' and Director's **health insurance premiums** (C.4.1)
 - Written policy and documentation showing that the program contributes to the full time Lead Teachers' and Directors' **retirement plans** (C.4.2)
 - Written policy showing that full time Lead Teachers and Director receive at least **18 paid holiday, personal and/or sick days** and part time Lead Teachers receive a prorated number of days off (C.4.3)
 - Documentation showing that staff attend **monthly staff meetings** and Lead Teachers have 2 hours per week of **paid planning time** (C.4.4)
- Documentation of supporting **physical skill development and 90 minutes of healthy physical activity** (D.1.2)

Notes: